

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, December 13, 2005
12:00 noon

Members Present

Dennis Howard, Chairman
Michael Gillette, Vice Chairman
Bert Dodson
Tom Gerdy
Linda Jones
Kelvin Moore

Members Absent

Terri Proffitt

Staff Present

Kimball Payne
Mary Jane Russell
Rachel Flynn
Brian Thrower
Thomas Epperly
Marshall Coleman

1. Call to Order

Mr. Howard called the meeting to order.

2. Approval of Minutes

The Authority approved the minutes with amendments.

3. Parking Consultant Presentation

Mr. Greg Sylvester, Senior Parking Planner with Desman Associates presented an overview of Desman Associates' profile, planning services offered, central business district parking principles, and sample parking study process. Major points expressed by Mr. Sylvester include the need to study on-street parking more closely, create a comprehensive parking plan, and use technology devices to improve efficiency of existing parking structures. Overall, Mr. Sylvester stated Lynchburg currently has a good handle on current occupancy conditions but may need a comprehensive parking plan to further define operational and managerial strategies, as well as develop benchmarks to assess the demand for future new parking structures. The study may need to include specifications for any new technology such as access and revenue controls in lots/garages and updated enforcement technology. In particular, Mr. Sylvester noted that software applications used in conjunction with technology control devices are a very important consideration and can be utilized to track detailed information such as daily/hourly usage and duration of stay, as well as to help develop overselling/diversity rates.

Mr. Tony Mills, regional contact for Time & Parking Controls in Greensboro, NC gave a brief overview of his company (sells and installs parking technology controls) and

technology options for existing parking structures, in particular the City Parking Deck. Mr. Mills stated the need to oversell monthly parking spaces so that more hourly parking can be realized. This could be accomplished through the installation of an exit pass system which would cost approximately \$150,000, depending on several variables. Mr. Mills serves clients in Winchester and Roanoke.

4. Parking Enforcement Discussion

Mr. Epperly and Mr. Coleman, Parking Enforcement Specialists for the City of Lynchburg, presented their experiences with downtown parking enforcement. The main responsibility of staff is to enforce short term (1 to 2 hour) on-street parking. The major issue noted by Parking Enforcement staff was that of downtown employees parking in short term on-street parking spaces, which should be dedicated to downtown visitors and shoppers. Parking Enforcement staff noted that together they write 600 to 700 parking tickets per month, on average. Other issues raised by Parking Authority members include stepping up enforcement of repeat violators (towing) and using better technology (electronic chalking, digital cameras) to track violators.

5. 8th & Commerce Parking

Ms. Russell stated that she has been in contact with the owners of the Bank of James building regarding the possibility of them constructing a multi-story parking deck at the corner of 8th and Commerce Streets (next to the Human Services building). Issue will be discussed further at next Industrial Development Authority meeting.

6. Next Steps

Next steps include: 1) discussing the parking situation with major downtown building owners and stakeholders, 2) further discussing the presentations made by the parking consultant and technology provider, 3) reviewing handouts from Mr. Payne outlining general parking management strategies and philosophies, 4) reviewing City of Winchester parking deck information, and 5) revising Parking Authority resolution. Specifically, the Authority requested the Bank of the James building owners to attend the next meeting to obtain feedback and discuss their plans for potentially constructing a new parking deck.

7. Adjourn

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, January 10 at 5:00 p.m. in the City Manager's Office.